



Job Announcement- February 28, 2025

Join Our Team at Iona Senior Services!

Are you passionate about creating a welcoming and vibrant community for older adults? Do you thrive in a dynamic environment where you can make a meaningful impact every day? If so, we'd love for you to join Iona Senior Services as a **Data Manager!**

About Iona Senior Services

For nearly 50 years, Iona Senior Services has been a leader in helping older adults and their families navigate the opportunities and challenges of aging in the greater Washington, D.C. area. As a nonprofit organization, we directly support over 4,700+ individuals annually through innovative programs, including adult day health care, active wellness initiatives, support groups, and more. At Iona, we are committed to fostering a warm, inclusive, and collaborative workplace that promotes professional growth and excellence in service.

SUMMARY:

Reporting to the CEO, the Data Manager is responsible for overseeing the data management processes, systems, and team operations. This role involves evaluating and improving data workflows, enhancing reporting procedures, and ensuring the effective use of data systems across the organization. The Data Manager analytically evaluates agency data operations and leads optimization improvements and implementation of data-driven solutions.

RESPONSIBILITIES

- Oversee and manage the organization's Wellsky data systems, ensuring that data is captured, processed, and stored effectively. Troubleshoot issues, assess needs for system upgrades, and collaborate with IT or third-party vendors for system improvements.
- Continuously evaluate data workflows and identify opportunities for process optimization. Work across departments to streamline data entry, analysis, and reporting processes to ensure efficiency, accuracy, and alignment with organizational goals.
- Supervise a team of 3 data staff, providing training, mentoring, and guidance on best practices for data management. Foster a collaborative environment that promotes teamwork, continuous learning, and high performance.
- Oversee the generation of regular reports for various stakeholders, including leadership, and government agencies. Ensure that reports meet quality standards, deadlines, and support the strategic decision-making process.
- Ensure that all data management practices comply with legal, regulatory, and organizational standards. Monitor data security protocols and ensure the confidentiality and integrity of all data.

- Work closely with other departments to understand data needs and collaborate on the development of reporting tools, dashboards, and performance metrics.
- Create and maintain documentation for data processes and workflows. Develop and deliver training sessions to staff on how to use data systems effectively and comply with internal procedures.
- Stay current with data management trends, best practices, and emerging technologies. Propose and implement new tools, technologies, or methods to enhance data accuracy, reporting, and accessibility.

Requirements:

- Bachelor's degree in Data Management, Statistics, Information Technology, or a related field.
- Minimum of 3-5 years of experience in data management, process improvement, or a related field, with at least 2 years in a leadership or managerial role, preferably in a non-profit environment.
- Strong understanding of data management systems, databases, and reporting tools
- Proven experience in process evaluation, workflow optimization, and continuous improvement methodologies
- Ability to manage and lead a team effectively, including staff development and performance management.
- Excellent communication skills, both written and verbal, with the ability to communicate complex data concepts to non-technical peers.
- Detail-oriented with a strong analytical mindset.
- Familiarity with data privacy regulations and best practices.
- Problem-solving attitude with a proactive and solution-oriented approach.
- Ability to work under pressure and manage multiple priorities in a dynamic environment.
- Passionate about the mission of the organization and committed to driving positive social impact.

Compensation & Benefits:

Salary: \$76,000-82,000 (40 hours/week)

Comprehensive Benefits Package, including:

Health, Dental, and Vision Insurance

Flexible Spending Account

Retirement Plan

Paid Time Off

Life Insurance

Apply Today!

To apply please submit cover letter and resume to personnel@iona.org

Iona Senior Services, an equal opportunity employer, is committed to diversity within its staff, and encourages applications from all qualified candidates.